



Credential and Access Request

State Form 52044 (R / 4-05)

Department of Administration

Access Control Office

402 W Washington Street W040

Indianapolis, IN 46204

317-234-3875

| | | | |
|--|-------------------------------|--------------------------------------|--------------|
| Date: | Agency # (see Agency List): | Department/Division: | |
| Applicant Number (PeopleSoft ID): | Applicant Name (Last, First): | Building: | Room Number: |
| Request for: <input type="checkbox"/> New Card <input type="checkbox"/> Lost/Stolen <input type="checkbox"/> Access Change <input type="checkbox"/> Replacement Card (Name Change, Agency Change, Damaged Card) | | | |
| Request for Temporary Credentials: <input type="checkbox"/> Outside Vendors, Contractors & Consultants <input type="checkbox"/> Intern/Summer Help Card Expiration Date: _____ Company Name: _____ | | | |
| Building Access (Check All Buildings Needed): <input type="checkbox"/> IGC – North Building <input type="checkbox"/> IGC – South Building <input type="checkbox"/> Statehouse <input type="checkbox"/> Library | | | |
| Times listed below require signature of Commissioner or their designee (Standard access is Monday–Friday 6a–6p)*: <input type="checkbox"/> Monday-Friday 3p-3a <input type="checkbox"/> Monday-Friday 12a-12p <input type="checkbox"/> 24 hour/7 Days a Week <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> Holidays | | | |
| *Commissioner or Designee Name: | | *Commissioner or Designee Signature: | |
| Applicant Supervisor: | | Applicant Supervisor Signature: | |
| Applicant Responsibilities: I understand that I am personally responsible for the card issued to me, and I will take reasonable steps to prevent its misuse, loss, theft and/or damage. The card is for my use only and can not be given to others. <u>If the card is stolen, lost or damaged, I will be charged for another card at the current replacement cost.</u> I will immediately notify the State of Indiana, Department of Administration, Access Control Office at 317-234-3875, when I discover that the card is missing, damaged, or when any of the above information changes. | | | |
| Applicant Signature: | | Date: | |
| This Section for State of Indiana, Department of Administration, Access Control Office Use Only | | | |
| Photo Identification Checked <input type="checkbox"/> Photo Identification used: <input type="checkbox"/> Drivers License <input type="checkbox"/> Passport <input type="checkbox"/> Other Specify: | | | |
| Card Number: | | | |
| Action Date: | | Completed by: | |

| Agency Name | Agency Number |
|--------------------------------|---------------|
| Adjutant General's Office | 00110 |
| Alcoholic & Tobacco Commission | 00230 |
| Appellate Court | 00023 |
| Attorney General | 00046 |
| Auditor of State | 00050 |
| Board of Animal Health | 00351 |
| Board of Tax Review | 00217 |
| Budget Agency | 00057 |
| Bureau of Motor Vehicles | 00235 |
| Bureau of Motor Vehicles Comm | 00340 |
| Civil Rights Commission | 00258 |
| Clerk Supreme & Appellate Ct | 00024 |
| Comm for Higher Education | 00719 |
| Comm on Public Records | 00062 |
| Criminal Justice Inst | 00032 |
| Department of Administration | 00061 |
| Department of Child Services | 00502 |
| Department of Correction | 00615 |
| Department of Education | 00700 |
| Department of Insurance | 00210 |
| Department of Labor | 00225 |
| Department of Revenue | 00090 |
| Department of Veterans Affairs | 00160 |
| Dept of Financial Institutions | 00208 |
| Dept of Fire & Building Svcs | 00305 |
| Dept of Local Gov Finance | 00215 |
| Dept of Natural Resources | 00300 |
| Dept of Workforce Development | 00510 |
| Economic Development Corp | 08007 |
| Education Employ Relations Brd | 00505 |
| Environmental Adjudication | 00496 |
| Environmental Management | 00495 |
| Family & Social Svcs Admin | 00405 |
| Gov Plan Cncl for Ppl w/Disab | 00035 |
| Gov Voluntary Action Comm | 00042 |
| Governor's Office | 00030 |

| Agency Name | Agency Number |
|--------------------------------|---------------|
| Health Professions Bureau | 00275 |
| Historical Bureau | 00735 |
| Hoosier Lottery | 08009 |
| House of Representatives | 00003 |
| Human Resource Investment Cncl | 00728 |
| IN Board for Depositories | 08010 |
| IN Bond Bank | 08008 |
| IN Business Modernization/Tech | 08006 |
| IN Comm on Community Service | 00720 |
| IN Dept of Commerce | 00260 |
| IN Dept of Gaming Research | 00195 |
| IN Dept of Transportation | 00800 |
| IN Development Finance Authori | 08003 |
| IN Housing Finance Authority | 08002 |
| IN Lobby Registration Comm | 00015 |
| IN Soldier & Sailors Child Hom | 00580 |
| IN State Department of Health | 00400 |
| IN Transportation Finance Auth | 08004 |
| IN Utility Regulatory Comm | 00200 |
| Indiana Arts Commission | 00705 |
| Indiana Gaming Commission | 00190 |
| Indiana Judicial Center | 00026 |
| Indiana Pension System Inc | 08011 |
| Indiana School for the Blind | 00550 |
| Indiana School for the Deaf | 00560 |
| Indiana State Library | 00730 |
| Indiana State Police | 00100 |
| Indiana State Veterans Home | 00570 |
| Indiana Tax Court | 00028 |
| Information Tech Oversight Cmm | 00085 |
| Integrated Public Safety Comm | 00286 |
| Intelenet Commission | 00059 |
| Law Enforcement Training Board | 00103 |
| Legislative Services | 00017 |
| Lieutenant Governor's Office | 00038 |
| Long Term Disability | 08012 |

| Agency Name | Agency Number |
|--------------------------------|---------------|
| Off of Faith-Based & Comm Init | 00721 |
| Office of Federal Grants & Pro | 00056 |
| Office of Inspector General | 00081 |
| Office of Management & Budget | 00055 |
| Office of Technology | 00067 |
| Port Commission | 00262 |
| Professional Licensing Agency | 00250 |
| Professional Standards Board | 00245 |
| Proprietary Education | 00703 |
| Prosecuting Attorney Cncl | 00039 |
| Protection Advocacy Svcs Comm | 00044 |
| Public Access Counselor | 00064 |
| Public Defender Council | 00610 |
| Public Defenders Office | 00605 |
| Public Empl Retirement Fund | 00072 |
| Public Safety Training Inst | 00285 |
| Secretary of State | 00040 |
| Senate | 00004 |
| State Board of Accounts | 00080 |
| State Emergency Management Agy | 00385 |
| State Ethics Commission | 00075 |
| State Fair Commission | 08005 |
| State Office Building Comm | 00066 |
| State Personnel Department | 00070 |
| State Racing Commission | 00265 |
| State Student Assistance | 00715 |
| Supreme Court | 00022 |
| Teachers Retirement Fund | 00740 |
| Tobacco Use Prvnt/Csstn Board | 00058 |
| Treasurer of State | 00048 |
| Utility Consumer Counsel | 00205 |
| War Memorials Commission | 00315 |
| White River State Park Comm | 00310 |
| Workers' Comp Board | 00220 |